METER CHANGE OUT

1. Locate the account.
2. Click the Services folder.
3. Click the metered service.
4. Click Tools.
5. Select Meter Change and answer Yes.
6. Enter the OLD meter final read.
7. Enter the date of the meter change.
8. Enter the Change Billing Date.
   
   This date must fall within the next billing cycle to ensure that the usage from the old meter will be billed out during the next billing. For example, if a typical billing cycle is Jan 1 to Jan 31, the Change Billing Date must be between these dates.

9. Click Ok.
10. You are prompted “Do you want to use an existing meter or a new meter?”…

   o If selecting existing:
     - a. search for the meter
     - b. answer Yes to associate the meter with the current service
     - c. enter the initial read of the existing meter
     - d. verify the meter change verification screen and click Ok

   o If selecting new:
     - a. answer Yes to add a new meter to inventory
     - b. enter all pertinent information and click Ok
     - c. answer Yes to associate the meter with the current service
     - d. enter the initial read of the new meter
     - e. verify the meter change verification screen and click Ok

History will now reflect the meter head change and the initial read of the new meter.

Questions or concerns? Please contact Fund Accounting Support at either 517.641.8900 or fundacc2@bsasoftware.com.